

11 May 1970

CS/HPM-38

MEMORANDUM FOR: All CS Historical Officers

SUBJECT : Review of Historical Programs of  
CS Components

1. As we approach mid-1970, the need to review the CS historical program and to examine our ability to meet the 31 December 1971 deadline established by the Executive Director-Comptroller for the completion of papers covering the 1945-65 period becomes more and more evident. As presently constituted the total CS program envisages the publication of 330 historical papers. Of this number 139 have been distributed to date and 191 have yet to be published. At our present or anticipated rate of production there is little hope that the unfinished papers can be in the hands of this office prior to 30 September 1971. This is three months ahead of the 31 December 71 deadline but is the very minimum time for the accomplishment of the editing, typing, and binding tasks performed by this office. It should be obvious too, that the flow of papers cannot be such that we are deluged with papers at the last minute. CS components thus have 16 months (June 1970 - Sept. 1971) to complete 191 histories or approximately 12 per month. In the past, CS production has averaged less than three histories per month. Unless drastic steps are taken to improve this situation there seems little possibility that we will accomplish our task.

2. We would appear to have two courses of action to resolve this apparent dilemma:

a. Arrange with the chiefs of our respective divisions and staffs for the assignment of additional officers who can begin now to write papers after conducting the necessary preparation and research for the task. This, of course, is the optimum solution. However, by virtue of retirements, re-assignments and other developments, we seem presently to be on an opposite course. To my knowledge this

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year we will lose three historical officers (who have also been writers) and four other writers. Undoubtedly there are other historical officers and writers being lost of whom the staff has not as yet been advised.

b. Review the historical program for each component to eliminate papers of less importance or perhaps to consolidate several papers into one so that the overall program becomes more manageable. We should consider, for example, whether one or more small stations with similar histories might not be consolidated into one regional history. Similarly, with some divisions or staffs, instead of writing histories for each subordinate branch, we should examine whether they might not be consolidated into one overall history of the parent organization. Finally, we should consider eliminating (or postponing) the writing of less important station or operational histories.

3. Addressees are requested to discuss this subject with their respective chiefs and to report the results of such discussions to the undersigned by 1 June 1970. Specific recommendations will be anticipated in such reports. The report should also include a statement of intent to meet our deadline and a revised schedule for the production by the component (not later than 30 September 1971), of individual historical papers bearing in mind that there must be an even flow of these papers to the CS Historical Staff.

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Executive Secretary  
CS Historical Board

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<b>TRANSMITTAL SLIP</b>		DATE 6 June 1970
TO: Mr. Cunningham, 2E-49 Hqs		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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